

## GENERAL EXPENSE REPORT

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<b>Name</b> (Individual that expense was incurred for or on behalf of)		<b>Title</b>		<b>Phone Number</b>			<b>Date Prepared</b>	
EXPENSE TO BE CHARGED TO:								
<b>Check Payable to:</b>  Name: Employee #: (if applicable) SSN: (non-employees only) Company: Address:			<b>Building/Room Number</b>		<b>Company</b>	<b>Center</b>	<b>Account</b>	
			<b>Check to be:</b>  Mailed Picked Up (check one)		<b>Purpose of Expenditure:</b>			
<b>Date and Time Departed</b>				<b>Date and Time Returned</b>				
PLEASE ATTACH ALL RECEIPTS								
	<b>SAT</b>	<b>SUN</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>TOTALS</b>
<b>DATE:</b>								
<b>Employee Expenses:</b>								
Taxi, Limo, Bus, Metro								
Parking/Tolls								
Telephone								
Registration/Tuition								
Abstract Fee								
Conference Lunch/Dinner								
Other:								
<b>Non-Employee Expenses:</b>								
Honorarium								
Allowable Per Diem								
Allowable Hotel								
Rail/Plane								
Taxi, Limo, Bus, Metro								
Car Rental								
Parking/Tolls								
Other:								
<b>Personal Auto Mileage (# miles):</b>								
From:								
To:								
To:								
<b>Detailed Explanation/Justification.</b> (For conference meals, list names of all attendees, company affiliation, purpose, subject of discussion, etc.)							<b>TOTAL MILES</b> _____ @ _____ /mile	
							<b>TOTAL EXPENSES:</b>	
I HEREBY CERTIFY THAT ALL EXPENDITURES WERE INCURRED IN THE PERFORMANCE OF COMPANY BUSINESS				General Expense Prepared by: _____				
Employee/Requestor Signature: _____				Date: _____				
Department Manager/Director Approval (Fiscal Approval)				Accounting/Finance Approval				
Signature: _____				Signature: _____				
Date: _____				Date: _____				
Print Name: _____				Print Name: _____				